

Circular Letter No. 425.

April 29, 1907.

To Superintendents.

Gentlemen:--

Superintendents who are to serve on the examining boards in connection with the oral examination in English for Porto Rican teachers are requested to observe the instructions contained in this letter.

The examining board will be supplied with questions for the examination which will be sent by registered mail addressed to the local Superintendent and should be received by him and kept unopened until the board has met for the examination. The local Superintendent should arrange to have all the teachers of each group meet at one time in a convenient place, where they should remain until the examination for that group is completed. In a room sufficiently distant from the room where the teachers meet to avoid any possibility of having the conversations overheard, the examining board is to require the presence of teachers one at a time, selecting them in any order which may seem preferable. In this room there should be at hand at least one copy of each of the books used in the English courses. As soon as the examination of any teacher has been concluded the teacher should be dismissed and must not be allowed to return to the room in which the other teachers are gathered. If the members of the examining board have any reason to believe that the questions used for a test have become known to any of the teachers before they present themselves for examination, similar questions of equal difficulty may be substituted for those furnished by the Department.

In the same package with the questions will be included a sufficient number of record sheets to enable each examiner to keep a separate record of his estimate of the standing of each teacher. These sheets will be ruled in columns for the names of the teachers and for an estimate on the reply of each of the questions asked in the tests. When the examination is concluded each examiner is to reckon the percent for each teacher according to his marking. The general average is then to be found and recorded on the record sheets. All of the examiners are to sign each record sheet and two of these are to be forwarded immediately by the local Superintendent to this office, while the remaining one may be kept by him as a report of the examining board of his district.

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If any variation from the program provided by the Department is made a special report should be forwarded outlining the change and the reasons for making it.

Respectfully,

ROLAND P. FALKNER
Commissioner of Education